



GLASNEVIN EDUCATE TOGETHER NATIONAL SCHOOL (GETNS) PARENT TEACHER ASSOCIATION (PTA) CONSTITUTION (AS ADOPTED AT THE AGM SEPTEMBER 27TH 2018)

The GETNS PTA Constitution is in accordance with the guidelines issued by the National Parents Council (NPC) with the concurrence of the Minister as outlined in the Education Act, 1998, Section 26.

OUR PURPOSE

- To enable the parents/guardians of children attending GETNS to effectively work together with the principal, BOM and teachers for the best possible education for their children.
- The PTA will work on behalf of the wider school body with the principal, teachers and the Board of Management (BOM) to build an effective partnership of home and school.

OUR MISSION

- To foster an atmosphere of true cooperation and inclusiveness that ensures a vibrant school community for our children. We will do this by building and maintaining a positive partnership approach with the principal, BOM, teachers and full parent* body.

OUR AIMS

- To enable parents to play their part in ensuring provision of the best possible education for their children
- To deliver a programme of activities throughout the year that benefits both the pupils and wider parent body, in consultation with the Principal and/or Board of Management
- To promote the interests of the students in co-operation with the BOM, Principal, teachers and students, in accordance with the provisions of the Education Act, 1998.
- To embrace the local community
- To establish an effective and positive partnership with the principal, as representative of the BOM, that ensures we can deliver on our mission.
- To manage the delivery of Extra Curricular Activities in consultation with the BOM.
- To support any after school care in consultation with the BOM.
- To support and empower parents, within the remit of our association, for e.g.
 - to represent the views of parents
 - to inform parents of developments in education and in the school
 - to foster co-operation between parents, teachers and school management
 - to act as a group, if necessary, to influence the appropriate authorities for the welfare of the children and the school

** For the purpose of this document the term "Parent" includes a foster parent, a guardian appointed under the Guardianship of Children Acts, 1964 to 1997, or other person acting in loco parentis who has a child in his or her care subject to any statutory power or order of a court and, in the case of a child who has been adopted under the Adoption Acts, 1952 to 1998, or, where the child has been adopted outside the State, means the adopter or adopters or the surviving adopter;*



OUR REMIT

The work of the PTA can be divided into two broad categories.

The first is to undertake a programme of activities that will promote the involvement of parents in the school's continued development, and support pupils, parents and teachers, by:

- encouraging parents/guardians to be involved in the education and development of their children,
- providing an active communication link between students, parents/guardians and the school through Class Representatives,
- assisting parents/guardians to acquire the skills that they feel their role demands,
- raising funds to provide improved facilities and additional educational opportunities for members of the school community,
- carrying out other activities consistent with the overall aim of the PTA, including organising social events and encouraging parental involvement in these.

The second is to ensure effective communication between parents/guardians, teachers and the Principal and Board of Management, by:

- advising on and communicating parents' views,
- coordinating input from parents/guardians to the development of appropriate school policies,
- providing a forum through which teachers, the Principal and Board of Management may be advised on any matter relating to the school,
- making representations to and seeking advice from the National Parents Council through the nominated members of the PTA committee.

The PTA is not about:

- Decision making and management issues in the school
- Professional issues re. teaching and learning
- A channel for/about complaints for other parents

MEMBERSHIP

- All parents of children attending the school and all teachers in the school can become members of the GETNS PTA.

PTA COMMITTEE

- The committee will be comprised of a minimum of 9 but not more than 23 elected members (to include the teacher representative) that will have responsibility for managing the activities of the association on behalf of the parent body.
- The make up of the committee will be comprised of class year representatives, general committee members and key elected posts as follows:
 - One rep from each class year in the school (9 Positions) *
 - Chairperson
 - Secretary
 - Treasurer
 - Teacher Representative
 - Two BOM Representatives**
 - Other committee members (a max of 8 positions up to the 23-member cap)
 - Other roles may be attributed to PTA committee members in any given year as required (e.g. ART Day lead, Fundraising lead, Gardening lead, STEAM etc.)



***Where there are two classes in each year please note there is only one representative for that class year.**

****Please see section later in document pertinent to BOM Representatives & Elections**

RULES GOVERNING PTA COMMITTEE

- The members of the committee will be elected annually at the PTA AGM.
- Parent Representatives elected onto the Board of Management are automatically members of the committee but will not hold an officer position.
- Only one parent per family will be permitted on the Committee at any one time.
- Each member will be elected for a **one-year** term, with the exception of the Chair, Secretary and Treasurer posts, which have a two-year term, and the BOM parent representatives who have a 4-year term in line with the BOM term.
- At the AGM, **all** relevant committee members must step down, but they can be re-elected as long as they continue to be eligible to serve, that is as long as they continue to be a parent or guardian of in the school.
- The Chairperson, Secretary and Treasurer will stand down at the AGM every second year.
- The Secretary and Treasurer may go forward for a second term (to a maximum of two terms or four consecutive years) but the Chair must stand down after 2 years but can remain on the PTA committee in another role if re elected to the committee.
- The BOM parent representative term is 4 years, so their term on the PTA is also for 4 years and they do not step down annually, but rather at the end of their BOM term.

COMMITTEE ELECTIONS AT THE AGM

Participation and the right of all parent voices to be heard is fundamental to the running of the GETNS PTA.

Outlined below is the democratic election process for the GETNS PTA Committee.

- The GETNS AGM will take place annually before the end of October in any given school year.
- At least 14 days notice will be provided to parents in advance of the AGM.
- The quorum for the AGM is 9 members.
- An expression of interest notice will be sent to all classes **at least 14 days** before the AGM requesting that anyone who might wish to be elected to the PTA that year (as a class year rep or committee member) advise the PTA **at least 7 days** prior to the AGM.
- Notification of parents standing for Class Year Representatives will be provided to the relevant classes no less than 5 days in advance of the AGM.
- Voting for Class Year Representatives is only open to parents in that year (e.g. only 2nd Class parents can vote for the 2nd Class Year Rep)
- If there is more than one nominee for these positions, voting will take place in advance of the AGM by email or other electronic voting system.
- In the event of two or more parents standing for election being tied on votes, the deciding vote will lie with the Chair of the PTA. (?)
- Only parents who are in attendance at the AGM will be in a position to vote on all other committee member elections.
- Voting will take place by secret ballot with one vote per parent for each relevant election.
- Two PTA members who are not standing for election will collect and count the votes. Only the result of the vote will be shared, not the number of the votes.



- The voting slips will be kept for a minimum of 7 days after which they will be destroyed.
- The teaching body elects the Teachers Representative with no input from parents.
- The Committee may co-opt people onto the Committee at any point during the year to fill any vacancies that may occur without requiring a further election or EGM. The committee will look to replace any member who steps down during the year with a member from the same class year first if there is no other representative of that class year on the PTA.

EGM

- An Extraordinary General Meeting (EGM) can be called by:
 - the Chairperson and Secretary
 - a representative group of not less than 9 members of the GETNS PTA
- The purpose of an EGM is:
 - to amend the constitution
 - to discuss one extraordinary issue
- The business of the EGM must be confined to the reason for which it was called.
- Written notification of an EGM must be emailed to all members of the GETNS PTA 10 days in advance of such a meeting.
- All parents in the school will be provided email notice of the EGM and the reason for the EGM at least 7 days in advance. This notice will serve as invitation to attend the EGM

WORK OF THE GETNS PTA COMMITTEE

The Committee will manage the work of the GETNS PTA on behalf of its members, in conjunction with the principal and the BoM.

- The Committee is responsible for planning and managing the annual programme of activities for the Parent Association to include, but not limited to:
 - Autumn Fair
 - Art Day
 - School Quiz
 - Fundraising
 - Junior Infants Summer Meet Up (July / August)
 - Junior Infants Welcome Meeting (May/June)
 - Junior Infants Coffee Morning (September)
 - Parent Talks

The PTA welcome suggestions from the wider parent body on activities that should be added into the programme in any given year.

- The Committee will consult with the school principal and the Board of Management when planning their program of activities for a particular year or term.
- The Committee will be responsible for ensuring that it puts in place, in consultation with the principal and the Board of Management, arrangements for ongoing communication between them including but not limited to one meeting per term between the Chairperson, Secretary and Principal.
- The Committee will report to the wider parent body about the work of the Committee at the AGM, which will be held annually in September/October, and also through monthly updates (email) or via the GETNS website (pending a new website)
- The Committee will manage and account for any funds collected by the GETNS PTA (see separate finance section for more detail)
- The Committee will make provision for appropriate insurance for activities undertaken by the GETNS PTA.



- The Committee shall review the constitution yearly in advance of the AGM.

MEETINGS & MINUTES

- PTA Meetings will take place monthly, where possible in the school building.
- A quorum of five people is required for a meeting to go ahead.
- The Chairperson will agree the schedule of meetings for September – December at the first September meeting and January – June at the first January meeting.
- A notice of meeting and an agenda shall be circulated a week in advance of each meeting to all Committee members.
- The minutes of each meeting shall be kept by the Secretary and circulated to the committee as soon as possible after each meeting.
- PTA committee members recognise and respect the confidential nature of the minutes and commit to not sharing minutes outside of the PTA committee.
- At each meeting the previous meeting minutes are signed and dated by the Chairperson after the committee agrees that they are a true and accurate record of the meeting and decisions taken.
- Members that fail to attend 3 consecutive meetings shall be given written notice of the requirement to attend meetings and if they fail to attend the next meeting, will be asked to stand down. If they are a class year representative, that class will be contacted to seek another representative to stand as the rep until the following AGM.

The PTA is committed to ensuring that all parents are consulted on issues that are pertinent to the entire parent body. As such, the PTA welcomes all parents to communicate with the PTA re. items - **within the remit of the PTA. The PTA have a responsibility to distinguish items within their remit or not and to reject those that are not.**

COMMUNICATION

- Transparency and full parental body involvement is central to our constitution. We endeavour to maintain open and transparent communication with the wider parent/guardian body, and whole school community.
- The PTA will communicate with the parent/guardian body through the following channels:
 - Email from Class Year Rep to individual classes & from PTA Secretary through PTA email address
 - GETNS PTA Facebook Page (where appropriate)
 - PTA section of GETNS Website
 - PTA Notice Board in school

SUB COMMITTEES OF THE GETNS PTA COMMITTEE

- Sub-Committees can be set up for particular tasks as required within a school year.
- The PTA Chairperson may attend a Sub-Committee meeting and shall be notified of all Sub-Committee meetings.
- Any Sub-Committee shall operate only within the specific terms of reference and shall make reports on their activities to the main committee, which may issue directives to the sub-committee.
- Any sub-committees that are formed shall be accountable to the GETNS PTA main Committee.
- A PTA member will lead each sub-committee and will be directly responsible for updating the PTA committee at each meeting.



FUNDRAISING

- The GETNS PTA will lead all school fundraising activities in consultation with the principal and BOM.
- Fundraising will include, but not be limited to, the annual Autumn Fair and School Quiz.
- Funds raised cover the costs incurred by the GETNS PTA annually in delivering school activities such as Art Day, Parent Talks, school newsletter, Graduation etc.
- The Board of Management, in consultation with the PTA and school principal, undertakes the expenditure of the majority of funds raised; this is to meet specific identified school requirements (e.g. ICT, Library, ALC etc.)
- The PTA commit to full disclosure of how the funds transferred to the BOM account are used and will communicate same to the parent body using all available channels and all expenditure will be outlined in the annual accounts.

FINANCIAL MANAGEMENT

- GETNS PTA shall open and keep a bank account in its name.
- The PTA account will need to be authorised by 2 of 4 signatories set up on the account.
- The PTA will ensure that if one of the signatories leaves the PTA that they are replaced to ensure there are four available signatories
- All cheques issued and drawn on the account must be co-signed by the Treasurer, Chairperson or Secretary.
- PTA Accounts must be included in the annual accounts of the school approved by the Board.
- The GENTS PTA bank account should contain only funds that it needs in order to meet the day to day running costs that are incurred. Any funds exceeding this amount should be transferred to the main school bank account as soon as practicable.
- The Treasurer is responsible for keeping the accounts of the GETNS PTA finances.
- All transactions (income and expenditure) are accounted for and a report given at each committee meeting by the Treasurer.
- Full accounts are to be maintained and presented at the PTA AGM annually.
- A copy of the annual report of income and expenditure is provided to the Board of Management for information purposes.
- The GETNS Board of Management prepares a total account of income and expenditure at the end of each school year, which is communicated at their AGM. This will reflect the contributions from the Parent Association as well as general income and expenditure activities of the school.

MEMBERSHIP OF THE NATIONAL PARENT COUNCIL—PRIMARY

- The GETNS PTA will affiliate to the NPC Primary annually.

AMENDMENTS/ALTERATIONS TO THE CONSTITUTION

- Changes to the constitution or rules of the GETNS PTA can only be adopted at the AGM or an EGM
- A quorum of 9 is required for an AGM or EGM to take place
- Any changes shall be communicated to the full parent/guardian body in advance for feedback and input prior to adoption of the changes.



- In the event of the Association's dissolution, Power of Attorney shall pass to the school Board of Management with the proviso that resources are disposed of at the discretion of the Board of Management.

ROLE OF THE PARENTS NOMINEES TO THE BOARD OF MANAGEMENT

- Two Parents' Representatives – one male and one female - are elected to the GETNS BOM for a four-year term.
- It is important to note that Parents' Representatives on the Board of Management **are not on the Board to represent GETNS parents**. Like all BoM member they are part of one corporate body, bringing the parental perspective on all issues. This is the case on every school BOM in Ireland.
- **The** Parents' Representatives do not have to be members of the PTA before nomination; however, they automatically become PTA members following their nomination to the Board.
- **The PTA expects that** Parents' Representatives attend PTA meetings as well as BOM meetings where feasible and that each Parent Representative would aim to attend at least half (5) of the PTA meetings in a given year.
- To ensure the widest possible representation Parents' Representatives should not, where practicable be from the same family and bear no relationship to any other member of the Board.
- If the parent nominee is no longer the parent of pupil enrolled and attending the school, that nominee is required to resign.

ELECTION OF THE PARENTS NOMINEES TO THE BOARD OF MANAGEMENT

- Notification of the election of Parents' Representatives will be provided to the entire parent body at least 28 days in advance of the BOM AGM in the relevant election year.
- This notification shall
 - Indicate that nominations are being sought from parents for persons to stand for election as Parents' Representatives on the Board
 - Advise the parent body that all nominees must confirm their nomination in writing (email) to the PTA at least seven days in advance of the BOM AGM
 - Clarify that if there is more than one nominee for each position then there will be a ballot at the BOM AGM to elect the representatives
- The existing Parents' Representatives should make themselves available by email or by phone to provide an overview of the role to potential nominees in advance of the AGM.
- Should a Parents' Representative need to resign (due to no longer having a child in the school or any other reason) they will need to be replaced for the remaining term of office of that Board of Management. If the vacancy occurs then the vacancy will be filled in line with the School's Governance manual.
- An election to fill that vacancy for the remainder of the term of the current BOM will then take place at the next AGM (PTA or BOM depending on which occurs first)

VOTING PROCEDURE

- If there is only one nominee for either position, the nominee(s) shall be deemed to
- be elected.
- If more than one nomination is received for either of the positions, a secret ballot must be held at the BOM AGM.
- All nominees will have the opportunity to address the parent body at the BOM AGM prior to voting taking place.
- Two parents shall be appointed from the PTA to be responsible for the returned votes.



- Each person voting shall have one, non-transferable vote for each position.
- Only parents present at the AGM can vote.
- The votes shall be counted in public, however the final tally will not be made public, just the result. The final tally shall be recorded in the BOM minutes and the voting slips kept for 30 days.